

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT PLANNER

DEPARTMENT: PLANNING DEPARTMENT

BASIC FUNCTION:

Under direction, to perform entry-level professional work of moderate difficulty related to current and/or advance planning, and redevelopment programs; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the entry level of the professional planner series. This class may be distinguished from the next higher class of Associate Planner by the level of difficulty and complexity of work performed, and the level of independent work skills required. Incumbents in this class perform a variety of professional tasks of moderate difficulty with a minimum of supervision. Work is normally reviewed on completion and for overall results.

KEY RESPONSIBILITIES:

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Review and analyze development proposals.

Conduct environmental review for development proposals.

Prepare, and may present staff reports to the Planning Commission and City Council.

Coordinate review and analysis of development proposals with other City departments.

Conduct basic research and prepare detailed reports and studies.

Confer with engineers, lawyers, contractors, architects, realtors, and the general public regarding code interpretation and project conditions.

Analyze and summarize compiled data and present them in the form of reports, tables or statistical analysis.

Conduct field inspections.

Assume responsibility for moderately complex projects or significant portions of complex projects involving land use, population structure, economic activities, housing, transportation and related subjects.

Represent the City on various planning technical committees.

Assist in the coordination of program activities with other City departments and divisions, and with outside agencies.

Assist in the training of, and assume lead responsibility over, one or more interns, paraprofessionals, aides or technicians.

Provide information to the general public at the development processing counter.

REPORTING RELATIONSHIPS:

This position reports to a Senior Planner and/or Principal Planner and does not supervise.

QUALIFICATIONS :

Knowledge of:

Basic principles of current planning.

Site planning and architectural design.

Basic relationships among federal, state and local planning programs.

Current literature, information sources, and research techniques in the field of urban planning.

Skills in:

Public contact.

Report preparation and presentation.

Short and long range planning.

Ability to:

Communicate clearly and concisely, orally and in writing.

Collect and analyze data and develop complex plans and reports.

Learn and apply computer applications.

Establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agendas.

Properly interpret and make decisions in accordance with state, federal and municipal planning laws, and department policies and procedures.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skill~ and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

One year of professional or paraprofessional planning related work experience.

Equivalent to a bachelor's degree from an accredited college or university, with major work in planning, architecture, geography, public administration, community development, urban design or related field. A master's degree in planning, public administration, business administration or related field is desirable.

SPECIAL REOUIREMENTS:

Possession of, or ability to obtain, a valid California Driver's License may be required for some positions.

PHYSICAL STANDARDS:

Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical abilities.

General Employee

Salary Schedule

[General Employees Salary Ranges](#)

Benefits

[City of Carlsbad General Employee Benefits](#)